

Code: 0175  
Administrative Service  
Clerical, Accounting and General Office Group  
Accounting and Auditing Series

CLASS TITLE: Field Payroll Auditor

CHARACTERISTICS OF THE CLASS: Under general supervision, audits and processes payrolls for field staff, and conducts field visits to audit timekeeping and payroll practices; and performs related duties as required.

EXAMPLES OF DUTIES: Receives and audits timerolls submitted from field offices to determine validity and accuracy of time recorded; resolves discrepancies on timerolls and authorizes payment; conducts field visits to review timekeeping practices; instructs field staff on proper timekeeping procedures; prepares and codes dummy payrolls and submits to the Data Center for processing; keeps field staff apprised of overtime pay policies for union employees; maintains records on payroll deductions, employee benefits, insurance, accrued leave and personal information; receives, reviews for accuracy and sorts pay checks for distribution to appropriate field locations; responds to employee inquiries regarding pay scales and overtime policies; prepares personnel expense reports; prepares quarterly reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible timekeeping and payroll preparation experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of the municipal salary ordinance. Good knowledge of the City's timekeeping and payroll procedures. Good knowledge of payroll deductions.

Ability to audit and process payrolls. Ability to instruct staff in timekeeping procedures. Ability to maintain records and prepare reports. Ability to communicate effectively orally and in writing.

Working skill in processing payrolls. Working skill in performing general clerical duties.

November, 1991